

TOWN OF ROCKY HILL JOB POSTING

(This is an advertisement. Please see pages 2-3 for a detailed job description.)

DIRECTOR OF FINANCE

The Town of Rocky Hill, one of Connecticut's most desirable places to live and work, is accepting applications for the position of Director of Finance. The Director of Finance is the Chief Financial Officer of the Town and is responsible for establishing a vision, planning, directing, and evaluating the financial affairs of the Town of Rocky Hill in accordance with the Town Charter which can be viewed online at:

<http://www.rockyhillct.gov/APPROVED%20CHARTER%2011%203%2015.pdf>. You may also see the job description on pages 2-3 below.

This position is non-bargaining. Salary will be commensurate with experience. Hours will be in accordance with the Town of Rocky Hill's Personnel Rules which can be viewed online at:

http://www.rockyhillct.gov/Personnel%20Rules_%202017%2007%2001.pdf.

Application materials must clearly reflect significant experience and achievements. Interested applicants must submit each of the following: 1) A resume; 2) A letter of interest which sets forth compensation requirements; and 3) A completed Town of Rocky Hill Application for Employment. All application materials must be submitted via electronic mail, Attention: Dana McGee (hrdept@rockyhillct.gov). Incomplete applications will not be considered. Applications will be accepted until the position has been filled.

Please be advised finalists will be required to undergo a comprehensive background, financial, and/or criminal investigation.

The Town of Rocky Hill is an EEO/AA Employer and complies with the ADA.

**Town of Rocky Hill
Job Description**

POSITION: DIRECTOR OF FINANCE
DEPARTMENT: FINANCE
REPORTS TO: TOWN MANAGER
SUPERVISES: (TBD)
BARGAINING UNIT: NON-BARGAINING

Summary of Responsibility:

The Director of Finance is responsible for establishing a vision, planning, directing and evaluating the financial affairs for the Town of Rocky Hill; and assumes the responsibilities and duties of the Director of Finance, per Town Charter.

Essential Functions:

1. Receives administrative direction from the Town Manager.
2. Plans work according to fiscal year and financial planning schedules.
3. Establishes priorities in organizing departmental work.
4. Through unit administrators, directly supervises the functional areas of accounting, cash management, investment, payroll, accounts payable, and purchasing.
5. Coordinates revenues and expenditures of all town funds, and provides expenditure and revenue forecast and the multi-year debt service schedule.
6. Oversees cash management of town funds.
7. Coordinates the preparation and administration of the town budget and capital improvement plan.
8. Coordinates short term and long range investments and borrowing strategy.
9. Confers with banking and investment agencies as needed.
10. Prepares financial information for bond sales.
11. Oversees purchasing, employee benefit, and insurance risk programs.
12. Designs budget and accounting formats for general Town government, provides budgetary control information to departments, and recommends changes in departments' procedures to facilitate improvements in services and attain operational efficiencies. Assists department heads in the organization and administration of department budgets.
13. Provides fiscal consultation to commissions and boards of the Town.
14. Establishes and administers new accounts.
15. Provides fiscal management of grants.
16. Prepares statistical and technical information for the annual budget, and submits to the Town Manager for budget recommendations. Prepares regular statistical and narrative reports, including financial statements, for the Town Manager and the Town Council.
17. Works closely with Board of Education on financial matters.

The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

Qualifications and Competencies:

1. Required: Bachelor's Degree from an accredited college or university (with major coursework in accounting, finance, business administration or related field); a minimum of eight (8) years of

experience in accounting, auditing, finance or a related field; and a minimum of four (4) years of supervisory experience.

2. A valid Connecticut Motor Vehicle Operator's License or ability to obtain one.
3. Experience working for a municipality highly desirable
4. Possession of a CPA and master's degree highly desirable.
5. Thorough knowledge of financial administration, including accounting, budgeting, purchasing, and investing.
6. Demonstrated knowledge of and ability to interpret and apply all current Federal, State and local laws, departmental policies and procedures governing municipal government operations within jurisdiction of the department.
7. Demonstrated experience preparing financial statements in accordance with generally accepted accounting principles (GAAP) and Governmental Accounting Standards Board (GASB), and ability to analyze and interpret complex financial data using computer applications and software, including electronic spreadsheets.
8. Demonstrated knowledge departmental administrative procedures (including planning, coordinating and program evaluation), and ability to recognize weaknesses in financial systems and facilitate improvements to increase efficiency and productivity.
9. Demonstrated experience supervising employees, and strong ability to establish and maintain effective working relationships with employees, supervisors, other agencies, the media and the general public.
10. Strong ability to clearly express oneself orally and in writing.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties listed below are intended only as illustrative of the various types of work that may be performed.

1. Regularly required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear.
2. Frequently is required to walk and sit.
3. Occasionally required to stand, climb or balance, and stoop, kneel, crouch or crawl.
4. Ability to lift and/or move up to twenty five (25) pounds.
5. Vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.
6. The dexterity necessary to utilize a computer keyboard on a regular basis is essential.

The Town of Rocky Hill is an EEO/AA employer and complies with the guidelines of the Americans with Disabilities Act.